



Administrative Regulations

Number AR7-3
Issue 2

Subject: Advance Notice of Alternate, Accessible City Pedestrian Facilities

References:

Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794) Americans with Disabilities Act of 1990 (42 U.S.C. § 12100 et seq. "ADA")

I. Purpose

The City of Long Beach ("City") is committed to providing access and reasonable accommodation to all City programs, services, and activities. The purpose of this procedure is to set forth processes for assuring that the City provides advance notice to the City community of alternate, accessible Pedestrian Facilities through and around areas where construction or other temporary conditions, including Temporary Events, prohibit full access to City Pedestrian Facilities. These temporary conditions include, but are not limited to, barriers caused by signage, tables and chairs, and other items installed or erected by third-parties. The scope of this procedure is to facilitate effective communication and is not intended to address other provisions of the ADA.

II. Definitions

For purposes of this regulation, these terms are defined as follows:

- A. "Pedestrian Facility" or "Pedestrian Facilities" means any sidewalk, crosswalk, curb, curb ramp, walkway, pedestrian right of way, pedestrian undercrossing, pedestrian overcrossing, or other pedestrian pathway or walk of any kind that is, in whole or in part, owned, controlled or maintained by or otherwise within the responsibility of the City.
- B. "Temporary Event" or "Temporary Events" means and includes, but is not limited to, the Long Beach Grand Prix, Pride Parade, and the Long Beach Marathon.

III. **Scope**

The City's guiding principle will be to communicate facts accurately and as timely as possible, updating information regularly as circumstances change, to ensure the safety of the City community and the continued accessibility of City programs and activities. The City will use multiple mediums to reach as many people as possible with accurate, timely information. The City's goal is to be open, accountable and accessible to all audiences, while also being mindful of legal and related concerns.

This regulation shall be applicable to all City departments and offices directly responsible to the City Manager. However, in the interest of uniformity, effectiveness and completeness, it is requested that elective offices and other independent offices and departments also comply with this procedure.

IV. **Amendment**

The City Manager may amend the procedures and content set forth in this regulation as required.

V. **Policy**

This policy establishes this regulation's intent, providing criteria that describe the types of notifications that may be authorized in association with alternate, accessible City Pedestrian Facilities.

A. Accessibility Map

The City shall continue to maintain an online accessibility map of the City's active public works and special events permits that may affect pedestrian accessibility. This online accessibility map shall be prepared and posted online by the Department of Public Works, Construction Management Division. Information related to accessible features of the City shall be provided to the Citywide ADA/Title VI Coordinator during regularly scheduled briefings.

Additional notifications and direct contact with specific offices shall be made as appropriate as circumstances dictate and permit.

B. Construction

At least ten (10) business days prior to any planned construction-related closure to City Pedestrian Facilities, including street(s), sidewalks, bike paths & bike parking, or parking, the project manager/coordinator and/or lead engineer shall provide Work Zone information as described in the City's Pedestrian Facilities Closure Form to both the Citywide ADA/Title VI

Coordinator and the Department of Public Works, Construction Management Division.

C. Temporary Event, Moving, and Other Events

At least ten (10) business days prior to any Temporary Event, planned move, or related event affecting accessibility to City Pedestrian Facilities, including street(s), sidewalks, bike paths & bike parking, or parking, the initiating Department shall inform both the Department of Public Works, Construction Management Division and the Citywide ADA/Title VI Coordinator. At least ten (10) business days prior to any planned move or related event, the Manager of Special Events and Filming, City Manager's Department, shall provide the Work Zone information to the Department of Public Works, Construction Management Division.

D. Advance Notice Timelines

The Department of Public Works, Construction Management Division shall update the City's online accessibility map to reflect Work Zone-related changes and identify temporary accessible alternative routes for the pendency of the construction or Temporary Event and will post descriptions of such routes on the City's website (currently located at www.longbeach.gov) prior to the start of Construction or the Temporary Event:

Type of Work Zone-related Changes	Required Advance Notice of Alternate, Accessible Pedestrian Facilities via the City's Website
Construction	At least ten (10) days prior to any planned construction-related closure to City Pedestrian Facilities
Temporary Event, Moving, and Other Events	At least ten (10) days prior to any planned move or related event affecting accessibility to City Pedestrian Facilities.

Information related to any change to accessible features of City Pedestrian Facilities shall be provided to the Citywide ADA/Title VI Coordinator.

Within twenty-four (24) hours of posting of the updated online accessibility map, signage in compliance with the Accessibility Standards in effect at the time of the construction or Temporary Event directing persons with Mobility Disabilities to such accessible temporary routes shall be posted and maintained in place by the permittee for said construction or Temporary Event.

E. Notification Templates

1. Standard Statement for Alternative Format Availability:

Alternate formats for this material are available to individuals requiring disability accommodation. Please contact the Citywide ADA/Title VI Coordinator at (562) 570-6257.

2. Standard Statement for Programs and Activities:

The City of Long Beach is committed to providing access and reasonable accommodation to all City programs and activities. Accommodations for persons with disabilities may be requested by contacting the Citywide ADA/Title VI Coordinator at (562) 570-6257.

3. Standard Statement for Violations of this Regulation:

Violations of this administrative regulation may be subject to permit revocation, costs, citations, fines, and/or other adverse action as provided by the City's Municipal Code.

For more information regarding this regulation, please contact the Citywide ADA/Title VI Coordinator for the City of Long Beach:

Direct Line: (562) 570-6257
TTY: (562) 570-2779
Fax: (562) 570-6012

APPROVED:



CITY MANAGER



DATE